



## **Report to Cabinet**

**Subject:** Child Protection and Vulnerable Adults Policies and Procedures

**Date:** 12<sup>th</sup> January 2012

**Author:** Head of Leisure and Communities

### **1. Purpose of the Report**

To adopt the revised Child Protection and Vulnerable Adults Policies and Procedures for the Borough Council, copy attached at Appendix 1.  
A full copy with links is available on the Borough website.

### **2. Background**

#### Child Protection

A full copy of the document is accessible on the Borough website and has links to Nottinghamshire County Council's Safeguarding Children and Vulnerable Adults web pages.

The Children Act 2004 provides the legislative framework for the required reform of children's services. It established a duty on local authorities to make arrangements to promote co-operation between agencies and other appropriate bodies (such as voluntary and community organisations) and a duty on key partners, such as district councils to take part in co-operation arrangements in order to improve the well being of children with reference to five outcomes.

These are:

- Being Healthy;
- Staying Safe;
- Enjoying and Achieving;
- Making a Positive Contribution, and;
- Achieving Economic Well-being.

Working together to Safeguard Children who are suffering, or at risk of suffering, significant harm is not the sole responsibility of any one agency or service, it is a shared responsibility. In order to protect children from significant harm it is essential that agencies work together to safeguard and promote their welfare. The complexity of work in this area relies on effective inter-agency working

between the partner agencies, which include a high degree of co-operation and a commitment to a continual need to improve professional practice.

In accordance with the Children Act 1989 and 2004, a child is any person who has not yet reached their eighteenth birthday. For the purpose of this policy the reference to children therefore means 'children and young people' throughout. The fact that a child has become sixteen years of age, is living independently or is in further education, the armed forces, is in hospital, in prison or in a young offender's institution, does not change their status or their entitlement to services or their protection under the Children Act 1989. (Working Together 2006)

Gedling Borough Council acknowledges its shared responsibility for the protection and safety of children and young people up to the age of 18 years. Children have the right to be safe and happy in the activities that they, or their parents or carers choose, and have the right to believe that the organisations to which they entrust their children provide a safe environment. Therefore all organisations have a duty of care for the children for whom they provide activities or services.

This proposed revised policy supplements the joint Nottinghamshire and Nottingham City Safeguarding Children Board's Child Protection Procedure to which Gedling Borough Council as a partner agency of the Nottinghamshire Safeguarding Children Board is signed up to. The aim of this procedure is to clarify arrangements in Nottingham City and Nottinghamshire as to how all agencies, both statutory and voluntary, should work together to safeguard children and promote their welfare. The purpose is to bring about better outcomes for children by facilitating open communication channels and clear accountability in inter-agency working arrangements. Good practice relies upon effective co-operation between agencies, on working sensitively with parents and carers and upon the careful exercise of professional judgement based on thorough assessment and critical analysis of the available information. On this basis these Borough Council policies, procedures and reporting arrangements are presented as part of an integrated document that provides inter-agency guidance for all children in need including those in need of protection.

#### Safeguarding Vulnerable Adults Policy and Procedures

A 'vulnerable adult' refers to any person aged 18 and over who is, or may be, in need of community care services by reason of mental or other disability, age or illness and who is, or may be, unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

This policy supplements the Nottinghamshire Safeguarding Adults Board's Vulnerable Adult procedure to which Gedling Borough Council, as a partner, is signed up to.

The aim of our procedure is to clarify arrangements with Nottinghamshire County Council as to how we will work together to safeguard vulnerable adults.

All individuals have a right to live free from abuse in accordance with the principles of respect, dignity, autonomy, privacy and equality.

Vulnerable adults are entitled to exercise the same rights as others in the prosecution of offences and the pursuit of civil remedies.

Vulnerable adults should enjoy the same rights as others in respect of access to care and treatment provided by public agencies.

In order to support these values Gedling Borough Council will:

- Actively work within the agreed agency framework set out in the Nottinghamshire Safeguarding Vulnerable Adults Policy and procedures
- Have zero tolerance of abuse and neglect within Gedling Borough Council
- Endeavour to provide safe and effective delivery of services that facilitate the prevention and early detection of abuse
- Maintain effective dialogue to ensure co-operation with other agencies including sharing information as appropriate in line with the Information Sharing protocol to safeguard vulnerable adults.
- Contribute to safeguarding assessments
- Ensure Gedling Borough Council safeguarding procedure is compliant with the multi-agency framework
- Ensure that employees are familiar with the procedure and take a proactive approach to prevent and minimise the abuse of vulnerable adults
- Actively promote the empowerment and wellbeing of vulnerable adults through the services it provides
- Facilitate any necessary action to address abusive behaviour
- Implement recruitment practices that deter those who actively seek vulnerable people to exploit or abuse

### **3. Proposal**

Adoption of the Safeguarding Children and Vulnerable Adults policies will cover all of the council's functions and services, as well as the operations of partners, contractors and voluntary organisations that deliver services on our behalf. Such organisations must maintain and develop their own Safeguarding Children and Vulnerable Adults policies to reflect our policies and the joint Nottinghamshire and Nottingham City Safeguarding Children Board's Child Protection Procedure, as appropriate.

This policy covers all children up to the age of 18 years and vulnerable adults over the age of 18 years who are affected by the services delivered by or on behalf of the Council.

The council recognises that Nottinghamshire County Council, the Health Service and the Police are the lead agencies with regard to child protection and vulnerable adults. It does, however, recognise that it has its own responsibilities with regard to safeguarding children, child Protection and vulnerable adults, relating to the provision of its own services, the employment of its employees and the recruitment and selection of employees, contractors and any other agencies engaged to provide services for or on behalf of the Council.

Throughout these policies the word employee means employees of the Council and

its partners and contractors, as well as volunteers and voluntary groups involved in the delivery of activities or providing services on behalf of the Council.

This web-based policy and procedures manual has been developed using a company called Tri.X which is the lead provider of policies and procedures in this sector.

The advantage of having a web-based system is that all the links to the County and City Council documents are current as those authorities update them as required.

Tri.X will also ensure all of our documents are kept current, resolving the problem of updating contact details etc. as they occur.

Training of staff and Members on the revised policies and referral process will be undertaken.

Child and vulnerable adult's guidance leaflets will be revised and issued to all staff.

#### **4. Resource Implications**

The Council has committed staffing resource to support the lead agencies in safeguarding children and vulnerable adults.

Funding for developing the web-based manual and its ongoing maintenance can be met from existing resources

#### **5. Recommendation**

To adopt the revised Child Protection and Vulnerable Adults Policy and Procedures, copy attached at appendix 1.

#### **6. Wards Affected**

'All Wards'

---

# 1. Definition of Child and Vulnerable Adult

The Gedling Borough Safeguarding Children and Vulnerable Adults Policy and Procedures Manual should be read in conjunction with:

- The Inter-Agency Safeguarding Children Procedures issued jointly by **Nottingham City Safeguarding Children Board (NCSCB) and Nottinghamshire Safeguarding Children Board (NSCB)** and the government guidance document, **Working Together to Safeguard Children 2010**; and
- **The Nottingham and Nottinghamshire Safeguarding Adults Policy, Procedures and Guidance** and **No secrets: guidance on developing and implementing multi-agency policies and procedures to protect Vulnerable Adults from abuse (DoH, 2000)**.

The policy and procedures apply to all children and young people up to the age of 18 years, including unborn babies, who live permanently in the Gedling District of Nottinghamshire or are temporarily resident here. Within the document the terms "children" or "child" refer to all children and young people up to the age of 18 years.

The fact that a child has become sixteen years of age, is living independently or is in further education, is in the armed forces, in hospital, or in prison or a young offender's institution, does not change their status or their entitlement to services or their protection under the Children Act 1989.

When a young person reaches the age of 18 the responsibility for their well being may transfer to adult service providers. Although they cease to be subject of the Safeguarding Children Procedures, some adults may continue to be vulnerable.

A "vulnerable adult" is defined by the 'No Secrets' guidance as any person aged 18 years and over who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation.

Since the publication of **ADSS Best Practice Document: 'Safeguarding Adults' (2005)**, the range of people considered to be vulnerable has been widened to include, people encountering domestic violence, substance misusers and asylum seekers.

---

## 2. Aims of the Policy and Procedures

The aims of this policy are to:

- Ensure that concerns about abuse and neglect to children and vulnerable adults are reported promptly to the appropriate authorities;
- Offer guidance and support to employees and volunteers to assist them in recognising and responding to indicators of possible abuse or neglect of a child or vulnerable adult;
- Clarify Gedling Borough Council's role and responsibilities in protecting children from abuse and neglect and to ensure that its actions follow the Nottingham and Nottinghamshire Safeguarding Children Board (NSCB) Procedures. This policy and procedures are not a substitute for those procedures;
- Clarify Gedling Borough Council's role and responsibilities in protecting vulnerable adults from abuse and neglect and to ensure that its actions follow the Nottingham and Nottinghamshire Safeguarding Adults Procedures. This policy and procedures are not a substitute for those procedures.

---

### 3. Scope of Policy and Procedures

The policy covers all Gedling Borough Council's functions and services and the operations of partners, contractors and voluntary organisations that deliver services for the Council, through grant or contract arrangements, who must maintain or develop their own safeguarding policy statement and procedures to reflect this manual.

Gedling Borough Council recognises that Nottinghamshire County Council, Health Services and the Police are the lead agencies in the District regarding safeguarding children and vulnerable adults. However, it also recognises that everyone has a responsibility for safeguarding, and those employees who come across children, families and vulnerable adults in any aspect of their work have an important role to play in ensuring that the inter agency processes are effective.

Gedling Borough Council has a specific statutory duty under Section 11 of the Children Act 2004 to make arrangements for ensuring that their functions, and services provided on their behalf, are discharged with regard to the need to safeguard and promote the welfare of children. See [Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004](#) (updated 2007)

Gedling Borough Council applies the same degree of commitment to the safeguarding of vulnerable adults.

The term 'employee' in this context is used to cover employees of Gedling Borough Council and its partners and contractors, as well as volunteers involved in the delivery of activities in Gedling Borough Council premises or facilities.

Housing needs staff and others with a front line role such as benefits staff, environmental health officers, wardens and those providing sports and leisure services can play an important role in safeguarding and promoting the welfare of children and vulnerable adults as part of their day-to-day work - recognising child welfare issues and the vulnerabilities of some adults, sharing information, making referrals and subsequently managing or reducing risks of harm.

The two Gedling Borough Council functions specifically referred to in Working Together to Safeguard Children 2010 are housing and leisure. Whilst Gedling Borough Council does not directly own and manage housing, it remains responsible for assessing the needs of children and adults under homelessness legislation. In addition, sport and cultural services designed for adults and children - such as play schemes and play facilities, parks and gardens, sport and leisure centres - are provided by Gedling Borough Council, and staff who provide these services have various degrees of contact with children and adults who use them. The issue of safeguarding, however, is not relevant only to these functions. There will be other employees of Gedling Borough Council who may become aware of children and vulnerable adults during the course of their work and these procedures provide the framework within which they all should operate if they have any concerns that safeguarding action may be required.

---

## 4. Underlying Values and Principles

See also [paragraph 5.5 of Working Together to Safeguard Children 2010](#).

A number of core values and principles underpin these procedures, as follows:

### **4.1 Shared Responsibility**

Safeguarding and promoting the welfare of children is everyone's responsibility, including all those who work with children, young people and families; those who manage staff within this work; staff who work with mothers, fathers, carers and other adults who have contact with children; staff who have both direct and indirect contact with children, including administration, support and back office staff; volunteers, community groups and the general public.

The complexity of the work relies upon effective working between and within partner agencies, which includes a high degree of co-operation and a commitment to a continual need to improve awareness and practice. Safeguarding activity is undertaken at all levels of service provision, including universal, targeted and specialist services. To achieve this joint working, there needs to be constructive relationships between individual employees, promoted and supported by a commitment from chief officers and senior managers in all agencies.

All agencies and employees should:

- Be alert to potential indicators of abuse and/or neglect;
- Be alert to the risks posed by individual abusers or potential abusers;
- Share information and assist with its analysis in order for informed assessments to be made of children's needs and circumstances;
- Actively contribute to whatever actions are needed to safeguard and promote the welfare of children.

All agencies are responsible for ensuring that their staff have access to and undergo appropriate child protection training. It is essential that all its employees recognise their responsibility within the process and are committed and able to undertake this.

### **4.2 Focused on Outcomes**

All children deserve the opportunity to achieve their full potential under the five outcomes identified as being key to children and young people's well being:

- Stay safe;
- Be healthy;
- Enjoy and achieve;
- Make a positive contribution;



- Achieve economic well being.

The purpose of all interventions should be to achieve the best possible outcomes for the child.

### **4.3 Child Centred**

All work with children, young people and families should remain focused on the individual needs of the child or young person throughout. It is essential that attention is not diverted by the behaviour of adults within the family particularly where these are complex and require support in their own right.

### **4.4 Working in Partnership with Children, Young People and Families**

Most parents and carers want the best for their children and developing positive relationships and support packages to enable families to safeguard and promote their own children's welfare where possible is good practice. Early intervention and the use of the [Common Assessment Framework](#) (CAF) rely on the ability to engage positively with families and the role of [Lead Professional](#) is central to this work. See [Section 9. Pathways to Services](#). For further information on the initiation and implementation of a Common Assessment Framework, see [Nottinghamshire CAF Guidance](#).

### **4.5 Working in Partnership with other Agencies**

Interagency work is crucial in safeguarding children and young people and promoting their welfare. Evidence from [Serious Case Reviews](#) highlights the need for agencies to work together at all levels of intervention to ensure information is shared and the whole picture of needs recognised.

### **4.6 Inclusive Practice**

All work with children, young people and families, including assessments at all levels of intervention, must ensure the individual needs of the family are taken into account and assessed for the impact on needs and service provision. Issues of race, culture, language, religion, sexuality and disability are integral to an holistic assessment process and appropriate service provision. Practice must ensure equality of opportunity, sensitivity, understanding of diversity and challenging of stereotypes or assumptions. An understanding of previous experiences of racism or discrimination should also be taken into account when undertaking assessments or providing services.

### **4.7 Early Intervention and Prevention**

Children have varying needs that change over time and judgements on how best to intervene and at what point must be made based on professional judgement, a sound assessment of the child's needs and the parents and wider family's ability to respond to these needs.

In Nottinghamshire the agreed multi-agency thresholds for services for children and families are set out in the Pathway to Provision. For further information please refer to [Pathway to Services Procedure](#).

### **4.8 Information Sharing**

In carrying out our statutory responsibilities in safeguarding children, employees should always strive to work in partnership with children, young people and families and other agencies. Serious Case Reviews undertaken locally and nationally highlight the need to share information across agencies to build a complete picture of the child and their needs.

Family members know more about their own situation than others and have the right to know what is being said about them. They must also be involved and contribute to decisions about their lives and the lives of their children, unless there are specific reasons why this right is overruled by the child's rights and needs. Consent issues do not override the duty on employees and agencies to promote children's welfare or protect them from harm. For more information on this issue, see [Information Sharing Procedure](#).

---

## 5. Roles and Responsibilities

### 5.1 Councillors

Councillors are responsible for the monitoring and review of this policy, through an annual report to the Cabinet.

### 5.2 The Chief Executive

The Chief Executive has overall responsibility for the implementation of this policy and for nominating [Named Senior Officers](#) to represent Gedling Borough Council on the [Nottinghamshire District Safeguarding Forum \(NDSF\)](#). A representative from the Forum will sit on the Safeguarding Children Board (NSCB) and to ensure that guidance and practice within Gedling Borough Council is consistent with the NSCB inter-agency guidance.

### 5.3 The Named Senior Officer

The Named Senior Officer is responsible for:

- Ensuring that this policy is disseminated across the Council and that awareness of child protection issues is maintained;
- Recording any reports made to Nominated lead at the Councils as well as any referrals made to lead agencies;
- Representing Gedling Borough Council on the Nottinghamshire District Council's Safeguarding Forum and raising Gedling Borough Council level issues with the NSCB; and
- Overseeing the dissemination of relevant information from meetings of the NSCB and NDSF to managers and employees of Gedling Borough Council.

### 5.4 The Lead Agencies

The lead agencies (Nottinghamshire Children and Adult Social Care, Health and Police) will take the lead in assessing whether or not abuse has taken place, or whether a child or adult is at risk of abuse.

### 5.5 Local Authority Designated Officer (LADO)

The term Local Authority in this context refers to the Nottinghamshire County Council. The Local Authority Designated Officer (LADO) is responsible for offering advice and guidance to all agencies about how to respond to concerns and allegations about people who work with children. The LADO will monitor timescales for resolving any such concerns. This information will be reported back to the Nottinghamshire Safeguarding Children Board (NSCB). For more information about this role see [Managing Concerns in relation to People who Work with Children Procedure](#) and [Key Regional Contacts](#).

### 5.6 Named Senior Manager

The [Named Senior Manager](#) is the person to whom all allegations or concerns of abuse by staff are reported and whose responsibilities include ensuring that the correct procedure is followed when such allegations or concerns are raised. The Named Senior Manager will liaise with the Local Authority Designated Officer (LADO) and attend [Strategy Meetings](#) as appropriate.

## **5.7 Nominated lead at the Councils**

Nominated leads at [Gedling Borough Council](#) are responsible for ensuring any suspected child abuse is referred to the lead agencies. The Nominated lead at the Councils are not a substitute for child protection professionals, but will act as an initial contact point for employees and managers to discuss any concerns and ensure a consistent response. A Nominated lead at the Council should be contacted immediately by line managers in response to any suspected child abuse. See [Key Local Contacts](#).

Please see [Section 10.1, Speak to Someone of The Responsibility to Refer to Children's Social Care Procedure](#) or more information.

## **5.8 All Employees**

All employees have a responsibility to report any concerns about the welfare of children to their line manager immediately and in appropriate cases make referrals as set out in [The Responsibility to Refer to Children's Social Care Procedure](#).

Employees of Gedling Borough Council are not, however, responsible for deciding whether or not child abuse has taken place.

## **5.9 The Personnel Manager**

The Personnel Manager is responsible for ensuring that appropriate checks are carried out on all employees who have regular contact with children. See [Recruitment and Selection of Potential Employees and Volunteers Procedure](#) for more information.

## **5.10 Employees who oversee the letting of Gedling Borough Council Facilities**

Employees who oversee the letting of Gedling Borough Council facilities to external organisations are responsible for ensuring that these organisations either have or work towards the production of child protection statements or policies within agreed deadlines.

## **5.11 Parents or Carers**

The parents or carers of children taking part in activities organised by Gedling Borough Council or delivered at Gedling Borough Council facilities have a responsibility to provide all relevant information that employees require to ensure the highest standards of care for their children. This includes information about medical conditions, medication, behavioural characteristics and dietary requirements.

## 6. Information Sharing

---

The important statutory duties in relation to safeguarding children cannot be met without effective and appropriate sharing of relevant information, some of which may normally be regarded as confidential between an employee and customer or client.

Confidentiality should not be confused with secrecy. Information may be shared in order to comply with a statutory obligation.

### The Seven Golden Rules of Information Sharing

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement disclosure is necessary to pursue a legitimate aim outlined in paragraph 6.3. You will need to base your judgement on the facts of the case.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely
7. Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

These are taken from [HM Government information sharing guidance](#), which provides detailed guidance on these issues. There is further information below:

### 6.1 Personal Information

The Data Protection Act 1998 requires that personal information is:

- Obtained and used in a lawful way;
- Only disclosed in appropriate circumstances;
- Accurate and relevant;
- Not held longer than is necessary;
- Kept securely.

## 6.2 Consent

The Data Protection Act 1998 defines consent as: a 'freely given specific and informed indication of his or her wishes by which the data subject signifies his or her agreement to personal data relating to him or her being processed'.

When obtaining consent to disclose personal information it should be made clear:

- Why the information is to be shared (the reasons, purpose and intended outcome);
- Which agencies or named practitioners the information will be shared with;
- What information is to be shared.

If a parent/ carer or young person refuses to allow information to be shared about them with other agencies, employees must decide whether they can lawfully disclose information without consent. In making this decision, the employee will have to weigh up the nature of the concerns for the child and the reasons given for refusing consent.

## 6.3 Information that can be disclosed without consent

In making decisions about sharing information, the safety and needs of the child must be the primary consideration. Information can be disclosed without consent where the employee has a well founded concern that disclosure is necessary to:

- Safeguard a particular child or children in general. This includes disclosure of information about an adult who may pose a risk of [Significant Harm](#) to a child or children;
- Prevent a criminal act taking place or where seeking consent would interfere in criminal enquiries;
- Prevent harm to staff;
- Prevent a child being at increased risk of harm;

Personal information that is disclosed without consent should be:

- Legally justifiable, with the reasons recorded;
- Appropriate and proportionate for the purpose;
- To the extent needed to safeguard the child or prevent a crime.

The parents/carers and child should, however, be told that the information has been shared, unless to do so would place the child at further risk of Significant Harm.

If in doubt, advice should be obtained from the Nominated lead at the Council or the [Named Senior Manager](#), and if appropriate, legal advice should be sought.

---

## 7. Key Definitions

The following definitions are taken from Working Together to Safeguard Children 2010.

### **7.1 Safeguarding and Promoting Welfare**

Safeguarding and Promoting Welfare is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

### **7.2 Child Protection**

Child Protection is part of safeguarding and promoting welfare. The term is used to refer to the activity that is undertaken to protect specific children who are suffering or are at risk of suffering [Significant Harm](#). Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

### **7.3 Significant Harm**

The Children Act 1989 introduced Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect are all categories of Significant Harm. Harm is defined as the 'ill treatment or impairment of health and development' of a child. It may include, "for example, impairment suffered from seeing or hearing the ill treatment of another" (such as in families where domestic abuse occurs).

There are no absolute criteria on which to rely when judging what constitutes Significant Harm. Sometimes a single violent episode may constitute Significant Harm but more often it is an accumulation of significant events, both acute and longstanding, which interrupt, damage or change the child's development.

### **7.4 Children in Need**

Children in Need are children who are defined as being 'in need' in accordance with Section 17 of the Children Act 1989, whose vulnerability is such that they would be unlikely to reach or maintain a satisfactory level of health or development, or their health or development would be significantly impaired, without the provision of services (Section 17(10) CA 1989), including children who are disabled. This also includes children who are [Looked After](#) and children who are the subject of a [Child Protection Plan](#).

### **7.5 Abuse and Neglect**

Recognising when a child is experiencing abuse or neglect can be complex.

Working Together to Safeguard Children 2010 provides the following definitions of abuse and neglect:

- **Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

- **Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve hearing or seeing the ill treatment of another. It may involve serious bullying (including cyber bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
  
- **Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape, or oral sex) or non penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.
  
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
  - Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
  - Protect a child from physical and emotional harm or danger;
  - Ensure adequate supervision (including the use of inadequate care givers);
  - Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

---

## 8. Recognising Abuse: General Considerations

Child abuse occurs to children of both sexes and all ages, in all cultures, religions, and social classes and to children with and without disabilities. All employees and agencies, including the voluntary sector, should be alert to signs that a child may be at risk of **Significant Harm**, which includes consideration of the following points:

- Identification of child abuse may be difficult; it normally requires both medical and social assessment;
- Avoid making assumptions about a situation and ensure a thorough assessment informs judgement;
- Gather information in relation to an incident, including the explanation provided by the parents/carers; any injuries sustained; medical advice or assistance sought by the family and whether there was any delay in this; inconsistencies in information provided; and responses to the child by the parent or carers;
- Different types of child abuse may be present at the same time, e.g. a child who is being sexually abused may also be being physically abused. When enquiring into one type of abuse staff need to be alert to potential signs of other abuse;
- Always listen carefully to the child - pay particular attention to any spontaneous statement. In the case of children without speech or with limited language, pay attention to their signing or other means of expression, including behaviour and play;
- Any delay in seeking medical assistance or indeed none being sought at all, could be an indicator of abuse;
- Beware if explanation of an accident is vague, lacking detail, is inconsistent with the injury, or varies with each telling;
- Take note of inappropriate responses from parents or carer. Observe the child's interaction with the parents - particularly wariness, fear or watchfulness;
- Any history or patterns of unexplained injury/illness requires careful scrutiny. The fact that the parent/carer appears to be highly attentive and concerned should not divert attention from the assessment of risk;
- Beware if the child's injury is inconsistent with the child's development and mobility;
- Beware if there are indications of or a history of domestic abuse. Violence towards adults may also indicate violence towards children and can in itself be experienced as emotionally abusive;
- Children who are being abused often do not say and tend to perceive themselves as deserving of ill treatment. This is particularly so for children who are being emotionally abused.



---

## 9. Pathways to Services

Understanding the required level of intervention and how to access it is essential to ensure that suitable support is provided to a child or family at the most appropriate time. Nottinghamshire Children's Trust has produced specific detailed guidance to outline the pathway to services that includes the threshold for referral to Children's Social Care. These can be found on the [Nottinghamshire County Council website](#).

Key principles underpinning this model are:

- Universal services are involved with the child throughout interventions from targeted and specialist services;
- Children, young people and families are not passed around services through referral mechanisms, but are supported within a multi-agency framework that engages with appropriate services at different levels of intervention;
- Children, young people and families pass through levels of intervention seamlessly, both as needs increase and they require targeted or specialist services, but also as their needs are met and they move back down through levels of intervention;
- Most children who require support or intervention from specialist services will show evidence of requiring support from universal and targeted services prior to this, which should be assessed and met on a multi-agency basis where appropriate, using the [Common Assessment Framework](#) (CAF);
- Some children will require immediate support and safeguarding from specialist services, including Children's Social Care and immediate action should be undertaken to ensure this;
- A lead practitioner is agreed when a child has identified additional needs requiring multi agency support, who will ensure the family are involved throughout and support is coordinated.

For further information on the initiation and implementation of a Common Assessment Framework, see [Nottinghamshire CAF Guidance](#).

**If at any point it is assessed, or there is evidence that a child or young person is suffering, or likely to suffer, Significant Harm, an immediate referral should be made to Children's Social Care as described in [The Responsibility to Refer to Children's Social Care Procedure](#). See [Local Contacts](#).**

If appropriate support cannot be identified for children and families who do not meet the thresholds for Children Social Care, the Named Senior officer for the Council will forward the completed [CAF Form](#) to the local Joint Access Team chair (details of Gedling JAT chairs are available at [Nottinghamshire County Council website](#)).

There would be no expectation that the employee making the initial referral to the Safeguarding lead at the Council would have to attend the JAT meeting. The JAT meeting would identify a lead professional to work with the child, young person and their family and to complete the CAF process as appropriate.

## 10. The Responsibility to Refer to Children's Social Care

---

### 10.1 Speak to Someone

If it appears that a child has suffered or is likely to suffer [Significant Harm](#) and requires protective action to be taken to ensure that he or she is safeguarded from further harm, employees have a responsibility to make a referral to [Children's Social Care in Nottinghamshire or Nottingham](#), without delay.

Such a situation will usually be discussed, firstly, with the employee's line manager, who should be able to advise what action is required.

All potential referrals to Children's Social Care are to be referred through the Named Senior Officer at the Council, [Local Contacts](#) who will complete the [Referral Form for Nottinghamshire Children's Social Care](#), as far as possible with the information available. However where the situation appears to require immediate action, the employee should never delay taking the required action because his or her line manager or the Nominated lead at the Council is not available.

Children's Social Care can also be contacted for support in relation to the decision-making as to whether a referral is appropriate, either using anonymised information or passing on identifying details of a case. In most circumstances an agreement will be sought as to the most appropriate way to proceed, although it should be recognised that once in receipt of information relating to an identified child, Children's Social Care have a duty to take any action required to protect the child within their statutory responsibilities.

The Locality Development Manager will keep the nominated lead up to date with information regarding services for children and young people, so that referrals can be made direct by the Council to the most appropriate service for the child.

### **10.2 Disclosures by Children**

If a child indicates that he or she is being abused, or information is obtained which gives rise to concerns that a child is being abused, the person receiving this information should:

- React calmly so as not to frighten the child;
- Listen carefully to the child, particularly to what is said spontaneously;
- Reassure the child he/she is not to blame and that it is right to tell;
- Take what the child says seriously recognising the difficulties inherent in interpreting what a child who has a speech disability and/or differences in language says;
- Do not question the child other than to ensure a clear and accurate understanding of what has been said;
- Reassure the child telling him/her you will have to talk with your managers to ensure that the proper action is taken;
- Do not make promises of confidentiality that might not be feasible in the light of subsequent developments;

- Do not allow shock or distaste to show;
- Make a full record of what has been said, heard and/or seen as soon as possible, and ensure that these notes are retained in their original form.

The primary responsibility of the person who first suspects or is told of abuse is to report it.

Sometimes concerns will arise about a child who is already known to Children's Social Care which indicates that the child may need safeguarding from [Significant Harm](#). These procedures equally apply in these circumstances.

### **10.3 Suspicions about a Child's Safety or Welfare**

Where suspicions arise about a child's safety or welfare, vigilance should be maintained for:

- Vague explanations about events which are lacking in detail;
- Explanations that are inconsistent with what you observe or know, especially of the child's development and mobility;
- Inappropriate responses from adults who are involved in the care of the child;
- Any history or pattern of unexplained injury or illness.

There may be a perfectly straightforward explanation, for example, if a child seems withdrawn, this could be as a result of starting a new school or a family bereavement.

However, if there is any doubt, employees should share their concerns and suspicions with their line manager or the Named Senior Officer for the Council.

### **10.4 Parental Consent to Referrals**

Normally employees should seek to discuss any concerns they have about a child with the relevant family, and where possible, seek the agreement of the parents before making a referral to Children's Social Care. However, such discussion or agreement should not be sought, if to do so would:

- Place a child at increased risk of [Significant Harm](#);
- Interfere with criminal enquiries; or
- Raise concerns about the safety of staff members.

For more information about this, see [Section 6, Information Sharing](#).

Where a decision has been made to make a referral to Children's Social Care without the knowledge or consent of the parents, the referring employee should confirm this is the case when making the referral indicating the reasons why. This decision will usually be made with the support of his or her line manager. Reasons for decisions not to inform parents prior to contacting Children's Social Care should be recorded by the employee on Gedling Borough Council's own records.

Parent's lack of agreement to the making of a referral in relation to concerns about the possibility of a child suffering Significant Harm should not prevent the employee contacting Children's Social Care with their concerns at the earliest opportunity. Sharing the information with Children's Social Care where there is concern about a child's welfare will enable both agencies to consider jointly how to proceed in the best interests of the child.

### **10.5 Making a Referral**

Where a referral is being made and a [Common Assessment Framework](#) (CAF) has been completed, this (and the multi-agency plan if appropriate) should be sent to Children's Social Care as evidence to support the referral. However the completion of a CAF is not a pre requisite for the making of a referral.

Employees making a referral should complete the [Referral Form for Nottinghamshire Children's Social Care](#). This should be sent at the time of the referral or, where the referral is made verbally, within 24 hours.

In all cases when making a referral, employees should ensure that as much information as possible is shared as part of the referral to support Children's Social Care in making a decision. This should include:

- The child/young person's full name (and any known aliases);
- Date of birth (or expected date of delivery if concerns regard an unborn baby);
- Gender;
- Current address and telephone number;
- Names, addresses and dates of birth of those with [Parental Responsibility](#) and any other significant adults or carers;
- Ethnic origin;
- Child's and parents/carers' first language or means of communication;
- Any disability;
- Details of siblings and any other family members or significant people;
- Names and contact details of any other professional, employee or volunteers/ agencies known to be involved with the family;
- Information on any support or intervention that has already been provided by Gedling Borough Council or others
- Whether consent from parents/ carers or the child has been given to the referral and the reasons if it hasn't been given;

- Information given to the parents/carers and child about the referral;
- Reasons for the concern;
- Clarity about what is expected from Children's Social Care.

Children's Social Care should specifically ask the referrer if they hold any information about difficulties experienced by the family/household in relation to:

- Domestic abuse;
- Substance misuse;
- Mental illness;
- Learning disability.

Any referrer should have the opportunity to discuss their concerns with a qualified social worker.

At the end of any discussion about a child or family, the person making the referral and Children's Social Care should be clear about who will be taking what action and when, or that no further action will be taken/is necessary and why.

The decision should be recorded by the referrer as follows:

- Who will be taking what action?
- What timescales?
- If no further action is agreed the reason for this.

Employees should also record their concerns and the actions they have taken on their own internal agency records and a copy should be provided to their line manager and the Nominated lead at the Council.

### **10.6 Children's Social Care Response to the Referral**

Following receipt of a referral, Children's Social Care will decide on the next course of action within one working day. During this time, there may be:

- Further discussion with the person making the referral;
- Consultation with other agencies;
- Consideration of any existing records/historical information;

- Discussion with the Police where a criminal offence may have been committed against a child.

Whenever Children's Social Care have a case referred to them which constitutes, or may constitute, a criminal offence against a child they should discuss this with the Police without delay.

Children's Social Care should respond in writing to the written referral within two working days of receiving it, confirming the intended course of action.

If the referrer has not received a response within this timescale they should contact Children's Social Care again to follow up how the referral information has been progressed.

### **10.7 Possible Outcomes of a Referral**

On receipt of the referral there will be initial consideration as to whether there are concerns about either the child's health and development or actual and/or potential harm which justifies an [Initial Assessment](#). The Initial Assessment will establish whether a child was [In Need](#).

Other possible outcomes are:

- Referral to other agencies;
- The provision of advice and information; or
- No further action.

Where a person making a referral has concerns about the response to or progress of referrals, they should follow the agreed escalation procedures outlined in [Resolving Inter Agency Disagreements \(Escalation Procedure\)](#).

### **10.8 Assessments or Enquiries led by Children's Social Care**

Sections 27 and 47 of the Children Act 1989 enable Children's Social Care to request help from Gedling Borough Council when carrying out assessments of children and their families.

A request could be for information in connection with a [Core](#) or [Initial Assessment](#) and/or a [Section 47 Enquiry](#).

The Council has a duty to respond to such requests in order to ensure that the assessments are made on the basis of full information.

---

## 11. Children in Specific Circumstances

This chapter outlines some specific considerations that apply to safeguarding children in a range of specific circumstances. Not all children in these circumstances will require safeguarding action by Children's Social Care, but may require coordinated support from universal and targeted services, usually provided through the [Common Assessment Framework](#) and a delegated [Lead Professional](#).

### 11.1 Domestic Abuse

Children may suffer both directly and indirectly if they live in a household where there is domestic abuse. The impact is usually on every aspect of a child's life and will vary according to the child's resilience and the strengths and weaknesses of their particular circumstances.

For more information, Nottingham and Nottinghamshire Safeguarding Children Boards have published "[Inter Agency Practice Guidance in relation to Children and Domestic Violence Summary](#)" which includes policy, practice guidance and tools for working with families where domestic abuse is an issue.

### 11.2 Parental Drug and Alcohol Use

The use of drugs and alcohol by parents and carers may have a significant impact on the safety and well being of children and it is essential that professionals, employees or volunteers in all agencies are able to identify when there is drug or alcohol use and undertake appropriate action to safeguard and promote the welfare of the children.

For more information, Nottingham and Nottinghamshire Safeguarding Children Boards have published "[Drug and Alcohol Using Parents: Practice Guidance for all Agencies](#)" (2008) which supports practitioners working with families where parental substance use is a feature.

### 11.3 Safeguarding Disabled Children

The available evidence on the extent of abuse among disabled children suggests that disabled children are at increased risk of abuse, and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect. The term "disabled children and young people" in this context is intended as a broad and inclusive term which may include any child or young person who has a physical, sensory or learning impairment or a significant health condition.

For more information, Nottingham and Nottinghamshire Safeguarding Children Boards have published "[Safeguarding Disabled Children and Young People: Inter-agency Practice Guidance \(September 2010\)](#)".

Disabled children may be especially vulnerable to abuse for a number of reasons:

- Many disabled children are at an increased likelihood of being socially isolated with fewer outside contacts than non-disabled children;
- Their dependency on parents and carers for practical assistance in daily living, including intimate personal care, increases their risk of exposure to abusive behaviour;
- They may have speech, language and communication needs which may make it difficult to tell others what is happening;
- They often do not have access to someone they can trust to disclose that they have been abused.

## 11.4 Missing Children and Young People

Children who are missing from home may be at risk of harm as a consequence of their need for food and shelter or from the people with whom they come into contact with. Risks can include physical harm, sexual exploitation (particularly prostitution), substance use and involvement in a range of other criminal activities. These risks apply whether the child is missing from their own family home or from a foster home or children's home whilst being [Looked After](#) by the local authority.

The primary consideration for children who are missing from home is their safe recovery and welfare. Although some agencies/staff groups have specific responsibilities for missing children all agencies that provide a service to children have a responsibility to work together when a child goes missing.

For more information, Nottingham and Nottinghamshire Safeguarding Children Boards have published a [Joint Protocol for Children who run away and go missing from home, care or education \(August 2010\)](#).

The guidance also provides information on action to be taken in relation to children who are missing who are subject to a [Child Protection Plan](#) or [Section 47 Enquiries](#), are [Unaccompanied Asylum Seekers](#) or are not known to Children's Social Care.



## 12. Managing Concerns in relation to People who Work with Children

### 12.1 Introduction

Work is underway by Nottinghamshire SCB to produce specific practice guidance regarding this aspect of work. For more information see [Nottingham City Safeguarding Children Board \(NCSCB\) and Nottinghamshire Safeguarding Children Board \(NSCB\) Safeguarding Children Procedures](#), Chapter 7. This procedure is based on these procedures. Reference can also be made to [Appendix 5 of Working Together to Safeguard Children 2010](#). It applies to cases where the allegation or concern might indicate the person is unsuitable to continue to work with children in their present position, or in any capacity.

All employees need to be aware that concerns or allegations should be responded to on the basis of this guidance rather than in the first instance as a complaint or any other form of representation.

### **12.2 People who Work with Children/Adults in a Position of Trust - Definition**

In this context, 'people who work with children' and 'adults in a position of trust' are deemed to be paid or unpaid staff, elected members, foster carers or prospective adoptive parents. This includes students on work placements in settings which mean that they have contact with children.

If there is any doubt about whether a concern or allegation falls within the scope of this guidance please discuss this with the [Named Senior Officer](#), who will consult the [Local Authority Designated Officer](#) (LADO), as necessary.

### **12.3 Concerns about Individuals**

Experience has shown that children can be subject to abuse by those who work with them in any and every setting. All allegations of abuse of children by an adult in a position of trust should be taken seriously and treated in accordance with these procedures.

Where allegations of abuse are made against an adult in a position of trust whether contemporary, historical or both, the risk of harm to children posed by the person under investigation should be effectively evaluated and managed in respect of the child/children involved in the allegations, and any other children in the individual's home, work or community life. The concern about risk of harm to a child may have occurred in the context of the person's employment within an agency or in a personal capacity.

Relevant concerns are those that indicate an individual may have:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved in a way that indicates s/he may not be suitable to work with children.

The concern/allegation will usually relate to the person's work or their role as a volunteer. However, in some circumstances it may relate to their behaviour outside this setting, for example:

- An allegation that an individual has harmed, or failed to protect, their own child from [Significant Harm](#);

- An individual whose children are made subject to a [Child Protection Plan](#);
- An allegation that an individual has been involved in some form of criminal activity, such as downloading abusive images of children etc.

**Where there is cause to suspect a child is suffering or is likely to suffer Significant Harm, the [Nottingham City Safeguarding Children Board \(NCSCB\) and Nottinghamshire Safeguarding Children Board \(NSCB\) Safeguarding Children Procedures](#), Chapter 7, 'Managing Individual Cases', should be followed. For more information see Chapter 10 of these procedures.**

#### **12.4 Roles and Responsibilities of Lead Individuals**

Working Together to Safeguard Children 2010 requires Nottinghamshire County Council to designate an officer to be involved in the oversight of individual cases and provide advice and guidance to other employers and voluntary organisations. In Nottinghamshire, the Local Authority Designated Officer (LADO) for all cases will be the [Service Manager: Safeguarding Children](#).

Gedling Borough Council has identified a Named Senior Officer to whom specific concerns or allegations about persons who work with children should be reported. An [Alternative Person](#) has also been identified to whom reports should be made in the absence of the Named Senior Officer or in cases where that person is the subject of the allegation or concern.

To ensure that the key functions required by this procedure are undertaken effectively:

- The Named Senior Officer must ensure that employees and volunteers within Gedling Borough Council understand their responsibility to report concerns/allegations to them, as required by this procedure;
- The Named Senior Officer must notify the LADO when a concern/allegation has been made;
- The LADO will monitor the progress of individual cases to ensure that they are dealt with as quickly as possible consistent with a thorough, transparent and fair process.

#### **12.5 Process for Dealing with the Allegations**

On receipt of a concern/allegation about a person who works with children/adult in a position of trust within Gedling Borough Council, the Named Senior Officer should contact the LADO. The following issues will be considered:

- Whether it is a matter that can be properly dealt with under Gedling Borough Council's disciplinary procedures or whether the Police and/or Children's Social Care might need to be involved. If the Police and/ or Children's Social Care need to be involved then a [Strategy Discussion](#) will take place, in accordance with [Nottingham City Safeguarding Children Board \(NCSCB\) and Nottinghamshire Safeguarding Children Board \(NSCB\) Safeguarding Children Procedures](#);
- How and by whom the parents or carers of a child should be informed. In specific circumstances parents may need to be informed immediately, e.g. if the child is injured and requires medical treatment. In all other circumstances this should happen as soon as possible;

- How and by whom the person about whom the allegation has been made should be told of the allegation. This should happen as soon as possible. However, if it is concluded that Police and/or Children's Social Care need to be involved in further enquiries, this should not happen until the decision is made at a Strategy Meeting. If the person subject to the allegation is a member of a union or professional body they should be advised to seek the support of that body from the outset;
- What support the child and their parents/carers may require.

The employer should also keep the person who is the subject of the allegations informed of the progress of the case and arrange to provide appropriate support to the individual while the case is ongoing (this may be provided via occupational health or employee welfare arrangements where those exist). If the person is suspended the employer should also make arrangements to keep the individual informed about developments in the workplace.

If the allegation is substantiated and the findings of subsequent investigations indicate that the individual may not be suitable to work with children then the LADO and the Named Senior Officer should confirm that the employer will make a referral to the [Independent Safeguarding Authority](#) and to any practitioner or regulatory body that is required e.g. [General Social Care Council](#).

A clear and comprehensive summary of the allegation, the enquiries undertaken, the outcome of those enquiries, a clear account of decisions taken and the reason for them should be securely held on the individual's confidential personnel file. The record should be held at least until the person has reached normal retirement age or for a period of ten years after the allegation was made if this is longer. The responsibility for ensuring that this happens rests with the Named Senior Officer.

## 13. Recruitment and Selection of Potential Employees and Volunteers

For further details on recruitment of employees to posts involving regular contact with children, see the Council's Recruitment and Selection Procedures or contact the Personnel Section.

Guidance is available from the [Children's Workforce Development Council: Recruiting safely: Safer recruitment guidance helping to keep children and young people safe \(November 2009\)](#).

This guidance applies to everyone employed in a role (paid or volunteer) within an organisation working with children who is likely to be seen by the children as a safe and trustworthy adult. These are not only people who regularly come into contact with children, or who will be responsible for children, as a result of their work. They are also people who regularly work in places such as a children's centre or youth and community project where children are present, whose role is a support function (e.g. administration, catering, care taking, gardening, electrician). The latter people may not have direct contact with children as a part of their job, but they are also likely to be seen as safe and trustworthy because of their regular presence in the workplace and may have access to personal and sensitive data relating to children.

### **13.1 Criminal Records Bureau (CRB) Checks**

All organisations must ensure they have in place safe recruitment policies and practices, including enhanced [Criminal Records Bureau](#) (CRB) checks for all staff, including agency staff, students and volunteers, working with children.

### **13.2 Volunteers**

Volunteers make up a huge part of the children's workforce and are seen by children as safe and trustworthy adults. If an organisation is actively seeking volunteers and is considering candidates about whom it knows little, it should adopt the same recruitment measures as it would for paid staff. Where an organisation approaches a person who is well known to them to take on a particular role, a shorter procedure can be adopted. This includes gaining references, checking to make sure others in the community have no concerns and can make a positive recommendation, conducting an informal interview to be clear about the person's suitability and obtaining a CRB disclosure. Organisations may also wish to consider the completion of a risk assessment as a matter of good practice in such cases. Where a volunteer's role will be a one-off, such as accompanying staff and children on a day outing or helping at an event, these measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children. If volunteers are to be recruited by another organisation, suitable assurances should be obtained from that organisation that the person has been recruited and vetted in line with this guidance.

All existing and potential employees who will have regular or unsupervised contact with children through their employment with the Council must be appointed using the Council's recruitment and selection guidelines, in conjunction with the additional measures set out below:

- Following interview and prior to appointment, a CRB disclosure application form must be completed by the applicant or volunteer and returned to the Personnel Section. Appointments may only be confirmed following clearance by the CRB;
- Any sports-specific coaches should produce up to date national governing body coaching certificates at the time of interview;

- References, one of which must be from the applicant's previous employer, must be taken up in writing. Confirmation of employment dates for the last three years is also required.

### **13.3 Levels of Disclosure**

- **Enhanced Disclosure** relates to particularly sensitive areas of work, for example that involving unsupervised contact with children, or posts that require gaming, betting or lottery licences. As well as containing the same information as the Standard Disclosure, Enhanced Disclosure may also contain any non-conviction information from local police records that is considered relevant.

Posts on the Borough establishment list that must be the subject of CRB checks will be held by Personnel.

Further information on CRB checks can be found in the Recruitment and Selection Guidelines.

---

## 4. Promoting Good Practice

The following simple guidelines can help to minimise situations where abuse may occur:

- Wherever possible, avoid situations where employees or contractors and individual children are completely unobserved;
- Where possible, parents should take responsibility for their own children in changing rooms. Where classes have to be supervised in changing rooms, always ensure that employees work in pairs;
- People who work with children should discuss with their manager whether any contact with those children outside of the work environment is merited. This includes contact via electronic media, including social networking sites;
- It is preferable that mixed activities are supervised by a male and female employee;
- Those working with children should never:
  - Engage in rough, physical or sexually provocative games including horseplay;
  - Allow or engage in inappropriate touching of any form;
  - Allow children to use inappropriate language unchallenged;
  - Make sexually suggestive comments to a child, even in fun;
  - Let allegations a child makes go unchallenged, unrecorded or not acted upon;
  - Do things of a personal nature for children that they can do for themselves.

For more information, [Guidance for Safer Working Practice for Adults who Work with Children and Young People \(November 2007\)](#) (Published by Allegation Management Adviser)

## **15. Induction and Training of Employees and Volunteers**

---

During their induction, new starters should be briefed on the main features of this policy and procedure by their line manager, and given a copy of these procedures or the web link to them.

### **15.1 Training**

Section Heads are responsible for ensuring that their employees and volunteers are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare and should ensure that their employees are aware of how to recognise and respond to concerns, including signs of possible abuse.

Managers of employees are responsible for ensuring that new employees attend in house training or undertake online training in Child Protection.

The NSCB Training Programme is developed and managed through the Training sub group of the NSCB and can be accessed by staff.

## 16. Resolving Inter Agency Disagreements (Escalation Procedure)

---

This is taken from [Nottingham City Safeguarding Children Board \(NCSCB\) and Nottinghamshire Safeguarding Children Board \(NSCB\) Safeguarding Children Procedures, Chapter 14.](#)

Effective working together depends on an open approach and honest relationships between agencies and a commitment to genuine partnership working. As part of this, there needs to be a system in place to enable disagreements to be resolved to the satisfaction of practitioners and organisations involved. The aim should be to resolve difficulties at practitioner level between organisations, where this is possible, but where not the disagreement should be escalated until a resolution is achieved. Disagreements should not be left unresolved.

It is important:

- To avoid professional disputes that put children at risk or obscure the focus on the child;
- To resolve difficulties within and between organisations quickly and openly;
- To identify problem areas in working together where there is a lack of clarity in existing procedures and to promote resolution via necessary amendments.

Throughout any dispute between individuals or organisations, practitioners must remain child focused. The safety of individual children remains the paramount consideration.

### **16.1 Procedure**

Initial attempts should be taken to resolve the problem. This should normally be between the people who disagree. It should be recognised however that differences in status and/or experience may affect the confidence of some employees to pursue this unsupported. They should consult with their line manager as appropriate.

If unresolved the problem should be referred by the employee concerned to their line manager, who will discuss with their opposite number in the other agency. At this stage it may be useful for the line managers to agree a meeting between themselves and the concerned employee, to assist with the exploration of the problem. If the problem remains unresolved the line managers will refer to their own line managers for consideration. This process will continue through the levels of management until a resolution can be found.

If the problem cannot be resolved, the matter will be referred to the Chair of the Nottinghamshire SCB who will offer mediation. Where felt appropriate, a mediation meeting will be set up involving as a minimum the NSCB Chair, the respective organisations' Board representatives and the NSCB manager.

A clear record should be kept at all stages, by all parties. In particular this must include written confirmation between the parties about an agreed outcome of the disagreement and how any outstanding issues will be pursued.

When the issue is resolved, any general issues should be identified and referred to Gedling Borough Council's representative on the Nottinghamshire Districts Safeguarding Forum for consideration and to inform future learning. It may also be helpful for individuals to debrief following some disputes in order to promote continuing good working relationships.



---

## 17. Organisations who use Gedling Borough Council Facilities

The individual hiring, on behalf of all clubs, groups, organisations and individuals that host activities for people less than 18 years of age on a regular basis (i.e. once a week or more than four times within a month), must provide the council with the name of their Welfare Officer. This person will be suitably trained and have undergone appropriate checks, CRB and will be responsible for ensuring that the agreed standards are met by the club, group, organisation or individual. **The hirer must inform Gedling Borough Council of any amendments to this information throughout the period of the booking.**

All junior clubs that belong to a recognised National Governing Body of Sport must achieve club mark within 12 months from the start of booking. Where there is no appropriate governing body organisation the hirer will produce a Child Protection Policy and supporting documentation that is agreed by the council and signed by the club / organisation within 6 months from the start of the booking.

---

## **18. Photographic and Filming Policy and Guidance**

### **18.1 Introduction**

This Policy and Guidance explains what steps need to be taken when the Council obtains images for its own use and when films or photographs are taken on council premises by others.

Please click below to view the policy.

<http://www.gedling.gov.uk/aboutus/howwework/policies/photographicandfilmingpolicy>

## 19. Underlying Values and Principles

---

A “Vulnerable Adult” refers to any person aged 18 years and over who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

### **19.1 Values**

All individuals have a right to live free from abuse in accordance with the principles of respect, dignity, autonomy, privacy and equity.

Vulnerable adults are entitled to exercise the same rights as others in the prosecution of offences and the pursuit of civil remedies.

Vulnerable adults should enjoy the same rights as others in respect of access to care and treatment provided by public agencies.

In order to support these values, Gedling Borough Council will:

- Actively work within the agreed inter agency framework set out in the Nottinghamshire Safeguarding Vulnerable Adults Policy and Procedures;
- Have a zero tolerance of abuse and neglect within Gedling Borough Council;
- Endeavour to provide safe and effective delivery of services that facilitate the prevention and early detection of abuse;
- Maintain effective dialogue to ensure cooperation with other agencies including sharing information as appropriate in line with the Information Sharing protocol to safeguard vulnerable adults;
- Contribute to safeguarding assessments;
- Ensure Gedling Borough Council safeguarding procedure is compliant with the multi-agency framework;
- Ensure that employees are familiar with the procedure and take a proactive approach to prevent and minimise the abuse of vulnerable adults;
- Actively promote the empowerment and well-being of vulnerable adults through the services it provides;
- Facilitate any necessary action to address abusive behaviour;
- Implement recruitment practices that deter those who actively seek vulnerable people to exploit or abuse.

## 19.2 Key Principles

All contact with [Vulnerable Adults](#) should be based on the following principles:

- **Handling reports of abuse** - All reports of abuse will be treated seriously;
  
- **Capacity and consent** - Individuals will be assumed to have the capacity to make informed decisions, unless there is clear evidence to the contrary. Vulnerable Adults should be supported to make their own decisions based on an awareness of the choices available. In all instances where a person demonstrates a lack of capacity in relation to a specific area or decision, everything which is done must be based upon an assessment of that person's best interests. (See [Capacity, Consent and Best Interest Guidance and Mental Capacity Act 2005](#));
  
- **Risk** - Vulnerable Adults capable of making informed decisions, having been made aware of any options available to them, will be supported in making their own decisions about their lives. This will include the taking of reasonable risks as long as these do not threaten, harm, or put at risk other adults or children who may be involved;
  
- **Proportionality** - Interventions intended to reduce risk or respond to immediate danger will be proportionate to the risk. Consideration will be given to risks arising from any interventions themselves. Where intervention is necessary to reduce risk and is acceptable to the individual, the worker should pursue action which, whilst reducing the risk, disrupts the individual's way of life the least;
  
- **Confidentiality and information sharing** - Agencies will aim to maintain a balance between the need for confidentiality and the sharing of information necessary to make an effective response to allegations of abuse. The following safeguards will be observed:
  - Information will only be shared on a 'need to know basis' when it is in the best interests of the Vulnerable Adult;
  
  - Informed consent will be obtained, wherever and whenever possible. If it is not possible and other Vulnerable Adults are at risk and/or a crime has been committed, it may be necessary to override this requirement;
  
  - Assurances of absolute confidentiality are inappropriate where there are concerns about abuse and where vulnerable people are at risk.

---

## 20. Key Concepts

- **Significant Harm** - A key concept in adult protection work is Significant Harm, which helps to determine how serious or extensive abuse must be to justify intervention. It refers to 'ill-treatment (including sexual abuse and forms of ill treatment that are not physical); the impairment of or an avoidable deterioration in physical or mental health; and the impairment of physical, emotional, social or behavioural development.'
- **Harm** - should be taken to include not only ill-treatment (including sexual abuse and forms of ill-treatment that are not physical); the impairment of, or an avoidable deterioration in, physical or mental health; and the impairment of physical, emotional, social or behavioural development.
- **Abuse** - is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or failure to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Physical, sexual, financial, emotional, discriminatory or psychological violation or neglect of a person unable to protect him/herself to prevent abuse from happening, or to remove him/herself from abuse or potential abuse by others.

Incidents of abuse may be multiple, either to one person in a continuing relationship or service context or to more than one person at a time. This makes it important to look beyond the single incident to underlying dynamics or patterns of harm. Some actions will constitute a criminal offence, for example rape, theft, assault.

---

## 21. Categories, Signs and Symptoms of Adult Abuse

- **Discriminatory abuse** - links into all other forms of abuse. It exists when values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals. It includes discrimination on the basis of race, gender, age, sexuality, disability, culture or religion.
  - Examples of behaviour: unequal treatment, verbal abuse, inappropriate use of language, slurs, harassment, deliberate exclusion;
  - Signs and Symptoms: lack of respect shown to an individual; signs of a sub-standard service offered to an individual; repeated exclusion from rights afforded to citizens such as health, education, employment, criminal justice and civic status.
- **Physical Abuse** - The non-accidental infliction of physical force that results in bodily injury, pain or impairment.
  - Examples of behaviour: hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. N.B. Inadvertent physical abuse may also arise from poor practice e.g. poor manual handling techniques;
  - Signs and Symptoms of Physical Abuse: The signs are often evident but can also be hidden by the abuser or the victim. Any unexplained injuries should always be fully investigated;
  - Evidence to look out for include: any injury not fully explained by the history given; injuries inconsistent with the lifestyle of the vulnerable adult; bruises and/or welts on face, lips, mouth, torso, arms, back, buttocks, thighs; clusters of injuries forming regular patterns or reflecting the shape of an article; burns, especially on soles, palms or back; from immersion in hot water, friction burns, rope or electric appliance burns; multiple fractures; lacerations or abrasions to mouth, lips, gums, eyes, external genitalia; marks on body, including slap marks, finger marks; injuries at different stages of healing; medication misuse.
- **Sexual Abuse** - including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or is incapable of giving informed consent or was pressurised into giving consent.
  - Examples of behaviour: Non-contact: inappropriate looking, photography, indecent exposure, harassment, serious teasing or innuendo, pornography. Contact: touch e.g. of breast, genitals, anus, mouth, masturbation of either or both persons, penetration or attempted penetration of the vagina, anus, mouth, with or by penis, fingers, other objects;
  - Signs and Symptoms : significant change in sexual behaviour or attitude; pregnancy in a woman who is unable to consent to sexual intercourse; wetting or soiling; poor concentration; vulnerable adult appears withdrawn, depressed, stressed; unusual difficulty or sensitivity in walking or sitting; torn, stained or bloody underclothing; bruises, bleeding, pain or itching in genital area; sexually

transmitted diseases, urinary tract or vaginal infection, love bites; bruising to thighs or upper arms; self-harming behaviour.

- **Psychological Abuse** - Emotional abuse; threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks. It includes the denial of basic human and civil rights, such as choice, self-expression, privacy and dignity.
  - Examples of behaviour: treating a person in a way which is inappropriate to their age and/or cultural background, blaming, swearing, intimidation, insulting, harassing, 'cold-shouldering', deprivation of contact;
  - Signs and Symptoms: change in appetite; low self esteem, deference, passivity, and resignation; unexplained fear, defensiveness, ambivalence; emotional withdrawal; sleep disturbance; self harming behaviour.
  
- **Financial or Material Abuse** - The unauthorised and improper use of funds, property or any resources belonging to an individual. Those who financially abuse may be people who hold a position of trust, power, authority or has the confidence of the Vulnerable Adult.
  - Examples of behaviour: misappropriating money, valuables or property, forcing changes to a will and testament, preventing access to money, property, possessions or inheritance, stealing;
  - Signs and Symptoms: unexplained sudden inability to pay bills or maintain lifestyle; unusual or inappropriate bank account activity; Lasting Power of Attorney or Enduring Power of Attorney obtained when vulnerable adult is unable to comprehend and give consent; withholding money; recent change of deeds or title of property; unusual interest shown by family or others in the vulnerable adult's assets; person managing financial affairs is evasive or uncooperative.
  
- **Neglect and acts of Omission** - The repeated deprivation of assistance that the Vulnerable Adult needs for important activities of daily living, including a failure to intervene in behaviour which is dangerous to the Vulnerable Adult or to others, poor manual handling techniques. Self-neglect on the part of a Vulnerable Adult will not usually lead to the initiation of adult protection procedures unless the situation involves a significant act of commission or omission by someone else with established responsibility for an adult's care. Other assessment and review procedures, including risk assessment procedures, may prove a more appropriate intervention in situations of self-neglect.
  - Examples of behaviour: failure to provide food, shelter, clothing, heating, medical care, hygiene, personal care, inappropriate use of medication or over-medication;
  - Signs and Symptoms: physical condition of the vulnerable adult is poor, e.g. bed sores, unwashed, ulcers; clothing in poor condition; e.g. unclean, wet, ragged; inadequate physical environment; inadequate diet; untreated injuries or medical problems; inconsistent or reluctant contact with health or social care agencies; failure to engage in social interaction; malnutrition when not living alone; inadequate heating; failure to give prescribed medication; poor personal hygiene.

- **Institutional Abuse** - arises from an unsatisfactory regime. It occurs when the routines, systems and norms of an institution override the needs of those it is there to support. It may take the form of isolated incidents of poor practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other. It can occur when the routines, systems, communications and norms of an institution compel individuals to sacrifice their preferred lifestyle and cultural diversity to the needs of that institution. Repeated instances of poor care may be an indication of more serious problems.
  - Examples of behaviour: Inflexible routines set around the needs of staff rather than individual service users, e.g. requiring everyone to eat together at specified times, bathing limited to times to suit staff, no doors on toilets. These can arise through lax, uninformed or punitive management regimes;
  - Signs and Symptoms: inappropriate or poor care; misuse of medication; restraint methods; sensory deprivation, e.g. denial of use of spectacles or hearing aid; lack of respect shown to the vulnerable adult; denial of visitors or phone calls; restricted access to toilet or bathing facilities; restricted access to appropriate medical or social care; failure to ensure appropriate privacy or personal dignity; lack of flexibility and choice, e.g. mealtimes and bedtimes, choice of food; lack of personal clothing or possessions; lack of privacy; lack of adequate procedures, e.g. for medication, financial management; controlling relationships between staff and service users; poor professional practice.
  
- **The use of Restrictive Physical Interventions:** Restrictive physical interventions are only justified when they are used in the best interest of the service user him or herself or to protect the safety of others. Intrusive forms of physical interventions, which are often used as a response to violence, are potentially harmful.
  - A care service will always have a policy statement which makes explicit the safeguards which must be in place before physical intervention is used. This affords protection to a service user, to staff and to the organisation;
  - Physical interventions which are used routinely and which are not the subject of consultation (i.e. with the person him or herself or with relatives, professionals and others with a legitimate interest), recording and review will normally be considered abusive.



---

## 22. Alerts

See [Alerts Flowchart](#).

If any employee of Gedling Borough Council reasonably suspects or is told that a vulnerable adult is being, has been or is likely to be abused they must take action immediately by reporting their concern to their line manager and the Named Senior Officer in Gedling Borough Council. This is called 'Alerting'. The Named Senior Officer will then make a referral as appropriate.

It is important that any concern or allegation of abuse is taken seriously and alerted, however insignificant it may seem. It is important to remember that there may be concerns that have been alerted by others that you may not be aware of and this can enable serious abuse or harm to be prevented from happening or from continuing at a much earlier stage.

- **What to do if you are concerned:**

- If you see something happen or hear about something which could be Adult Abuse or if someone tells you that something has happened or is happening to them which could be abuse or could mean they are at risk of abuse do the following:

- § If any person is in immediate danger or needs urgent medical attention: Call the police or an ambulance. You should tell the Ambulance Service or Hospital that you suspect Adult Abuse;

- § Always consult your line manager and the Named Senior Officer, unless your concerns are about the person you would usually pass the information to, in which case another senior manager should be contacted and Gedling Borough Council's [Whistle-Blowing Procedure](#) should be used;

- § Keep a careful record of your concerns and the actions you have taken;

- § What you should not do: Do not discuss your concerns with anyone else; do not start to investigate the situation; confront the person you think is responsible for the abuse or destroy any evidence.

---

## 23. Referrals Procedure

Referrals to Adult Social Care in Nottinghamshire are the responsibility of the Named Senior Officer in Gedling Borough Council.

The timescale for making a referral is within 24 hours of an alert being received.

Before making a referral, the Named Senior Officer should:

- Consider the immediate health and welfare needs of the alleged victim and anyone else who may be affected;
- Consider whether emergency services are required (e.g. Ambulance or Police);
- Clarify the facts, including speaking to the 'alerter';
- Keep a detailed record of the concerns and the action taken;
- Consider whether a referral to Adult Social Care is required (see [guidance on page 51 of the Nottinghamshire Safeguarding Vulnerable Adults Procedure](#) - is a referral required?) - if so follow the checklist for referrers on [page 50 of the Nottinghamshire Safeguarding Vulnerable Adults Procedure](#).

When making a Safeguarding Adults Referral, the Named Senior Officer should:

- Contact the [Adult Social Care and Health Department](#) for the area where the adult lives, - see [page 48 of the Nottinghamshire Safeguarding Vulnerable Adults Procedure](#).

If a decision is made not to make a Safeguarding Adults Referral, the Named Senior Officer should:

- Record the decision and the reasons;
- Consider whether any further action is required to meet the needs of the vulnerable adult.

### What Happens Next?

- Upon receipt of a referral, Adult Social Care will determine if the concern raised needs to be investigated under the adults safeguarding procedures, or if the concern might best be addressed in another way. As part of this process Adults Social Care will gather as much relevant information as they can, including if this would not put the person at further risk, talking to the vulnerable adult who might be at risk as well as to the person who raised the concern;
- This decision must be taken within one working day of receipt of the referral. It will take account of: the wishes of the vulnerable adult regarding any further action they may or may not wish to be taken; the seriousness of the allegation; and whether anyone else is affected by the allegation or concern raised;

- Once a referral has been made, the referrer should be contacted in the first day or two to tell them what has happened e.g. if the matter is being Investigated under the safeguarding procedures or not and what level of investigation. If no contact is made, the referrer should call Adult Social Care and ask them for feedback.

---

## 24. Allegations Against Staff

- Gedling Borough Council has in place a [Whistle Blowing Policy](#).
- Where an allegation concerns the actions of an employee, including managers, volunteers or any other person working in a formal capacity with vulnerable adults, it is the clear duty of all those concerned to report the matter as set out above.
- When it comes to raising adult abuse concerns no distinction should be made between staff and other persons and the alerting procedure should always be followed. The vulnerable adult's well-being is paramount.

---

## 25. General Considerations for Employees in Safeguarding Vulnerable Adults

- Remain calm, try not to over react;
- Don't be judgemental;
- **Don't** attempt to investigate the matter yourself;
- Be aware that the person's ability to recount their concern or allegation will depend on his or her age, culture, language and communication skills, and the level of any disability;
- It is ok to ask questions to help you clarify any concerns you may have (e.g. can you tell / explain describe what happened? when did it happen? where did it happen? etc) so that you are in a better position to inform Adult Social Care;
- Always keep an accurate record of your conversations and actions/decisions taken by you and others;
- Do not confront anyone who is alleged to be responsible for what has happened, and do not tell them that allegations have been made about them;
- If there is a possibility that a criminal offence has been committed, do not tamper with or move any potential evidence; do not clean up;
- Give the vulnerable adult your contact details and those of the Adult Social Care; and a timescale for when and how you or the Adult Social Care will contact them again;
- Never leave a vulnerable adult to wait to hear from someone, e.g. a Police officer or social worker, without any idea of timescale;
- Consult with your Named Senior Officer about what you should do next.

**In all events do not delay in contacting your Named Senior Officer and / or Adult Social Care as the risk of harm to the Vulnerable Adult may be urgent.**

---

## 26. Recording

Whenever concerns are raised about a vulnerable adult, whether through an allegation or the observation of a set of circumstances, it is crucial to make and keep an accurate written record.

All records must be kept in a confidential and secure place and must only be shared, in order to safeguard the vulnerable adult, with the Named Senior Officer or a professional from Adult Social Care or the Police - see [Information Sharing Procedure](#).

The following steps should be observed:

- Whenever possible and practical, take notes during any conversation;
- Ask for consent to do this and explain the importance of recording information;
- Explain that the person giving you the information can have access to the records you have made in respect of their own information;
- Where it is not appropriate to take notes at the time, make a written record as soon as possible afterwards and always before the end of the day;
- Record the time, date, location, format of information (e.g. letter, telephone call, direct contact) and the persons present when the information was given;
- The record must always be signed and dated by the person making the record;
- Include as much information as possible but be clear about which information is fact, hearsay, opinion and do not make assumptions or speculate;
- Include the context and background leading to the disclosure;
- Maintain a log of actions and record times, dates and names of people contacted and spoken to as well as their contact details;
- Include full details of referrals to Adult Social Care Services and the Police;
- Pass all original records, including rough notes, within one working day to the Named Senior Officer.

The Named Senior Officer will create a Safeguarding Case File which will be kept securely and will contain all records, logs, events and information relating to the particular adult.

Where a referral is made to Adult Social Care, it will be followed up in writing by the Named Senior Officer. Where the Named Senior Officer attends a Strategy Meeting or any other meeting, any reports or minutes of meetings must be kept securely on the Safeguarding Case File.

Clarification should be provided to the subject of the Safeguarding Case File of how they can have access to the information held on the file and the timescale for destruction of the information once the circumstances of the case have been concluded.

## 27. Key Local Contacts: Gedling Borough Council

### Named Senior Officers (Children)

1. **David Jayne**  
Community Safety Partnerships and Performance Manager

**Email:** [david.jayne@gedling.gov.uk](mailto:david.jayne@gedling.gov.uk)

**Tel:** 0115 9013805

**Mobile:** 07772 111672

**Address:**

Gedling Borough Council  
Civic Centre  
Arnot Hill Park  
Arnold,  
Nottinghamshire,  
NG5 6LU

2. **Andy Callingham**  
Service Manager Public Protection

**Email:** [andy.callingham@gedling.gov.uk](mailto:andy.callingham@gedling.gov.uk)

**Tel:** 0115 9013834

**Mobile:** 07980 979727

**Address:**

Gedling Borough Council,  
Civic Centre  
Arnot Hill Park  
Arnold  
Nottinghamshire,  
NG5 6LU

### Named Senior Officers (Adult)

1. **David Jayne**  
Community Safety Partnerships and Performance Manager

**Email:** [david.jayne@gedling.gov.uk](mailto:david.jayne@gedling.gov.uk)

**Tel:** 0115 9013805

**Mobile:** 07772 111672



**Address:**

Gedling Borough Council,  
Civic Centre  
Arnot Hill Park  
Arnold  
Nottinghamshire,  
NG5 6LU

2. **Andy Callingham**  
Service Manager Public Protection

**Email:** [andy.callingham@gedling.gov.uk](mailto:andy.callingham@gedling.gov.uk)

**Tel:** 0115 9013834

**Mobile:** 07980 979727

**Address:**

Gedling Borough Council,  
Civic Centre  
Arnot Hill Park  
Arnold  
Nottinghamshire,  
NG5 6LU

### Public Relations and Media

The media are very quick to respond to hints of an allegation and will often make extreme attempts to obtain information. All employees should be alert to any media approaches, and should not talk directly to the press. All enquiries should be referred to:

1. **Carolynne Tasker**

Communications Manager

**Tel:** 0115 9013801

## 28. Key Regional Contacts

### Local Authority Designated Officer - Nottinghamshire County Council

Terri Johnson,  
Children, Families and Cultural Services  
Nottinghamshire County Council  
County Hall  
West Bridgford  
Nottinghamshire  
NG2 7QP  
**Tel:** 0115 9773921

### Children's Social Care - Nottinghamshire:

If you have concerns about the safety or well being of a child or young person, or if you suspect a child or young person is being abused contact one of the duty teams:

North (Bassetlaw, Mansfield, Newark) 01623 520520

South (Ashfield, Broxtowe, **GEDLING**, Rushcliffe) 0115 8546000

Opening hours 8.30am - 5.00pm - Monday - Friday

In an **emergency** outside these hours call our **Emergency Duty Team:** 0300 456 4546.

### Gedling Children's Social Care

Sir John Robinson Way  
Arnold  
Nottingham  
NG5 6DB

**Tel:** 0115 854 6000

**Fax:** 0115 854 6358

#### **Gedling Joint Action Teams**

Early Intervention District Manager

Anne Murphy

**T:** 01623 433425

**M:** 0775 3625482

### Children's Social Care - Nottingham City

- Screening Team/ Duty Service Numbers: 0115 8765600

**Fax:** 0115 915 9039

- If you need to speak to someone out of hours, please contact the:

**Emergency Duty Team:** 0115 8765600

- **Fax:** 0115 915 9297

## Police

- If someone's life is in danger or a crime is in progress dial 999
- Otherwise, call the main switchboard number on 0300 300 99 99

## Adult Social Care - Nottinghamshire

- Nottinghamshire County Council on **08449 80 80 80**

## Adult Social Care - Nottingham City

- Contact: **Adult Contact Team** on 0115 8765600

---

## 29. Key Contacts - Other Organisations

### NSPCC

- 24hr Child Protection Help line 0808 800 5000 (calls are free).
- Advisers are all trained child protection officers, and can also with a range of childcare problems of the kind that most parents and carers experience from time to time.
- The help line advisers can also respond to emails at [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Further information is available at the [NSPCC website](#)

### Child Protection in Sport Unit

- 3 Gilmour Close, Beaumont Leys, Leicester, L4 1EZ
- [Sports Protects website \(NSPCC\)](#)

### Nottinghamshire Sports Development Forum

- [Into Sport website](#)
- Fax: (01623) 457585

## 30. Monitoring and Review

---

The policy will be reviewed annually and amended as appropriate, particularly in response to legislative changes and good practice guidance.

An annual report will be submitted to the Cabinet for information purposes, together with any recommendations for positive action required to support the policy. The following indicators will be monitored and reported:

- The number of cases reported to Nominated lead at the Councils
- The number of referrals made to lead agencies

## 31. References

---

- [Working Together to Safeguard Children 2010](#)
- [Nottingham City Safeguarding Children Board \(NCSCB\) and Nottinghamshire Safeguarding Children Board \(NSCB\)](#)
- [HM Government information sharing guidance](#)
- Child Protection in Sport Unit, a partnership between the NSPCC and Sport England: [NSPCC website \(Sport Protects\)](#)
- [Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004](#)
- [Recruiting safely: Safer recruitment guidance helping to keep children and young people safe](#)
- Institute of Sport and Recreation Management (see [ISRM website](#)) guidelines in relation to the use of photography at sporting events
- [Guidance for Safer Working Practice for Adults who Work with Children and Young People \(November 2007\)](#)
- [Joint Protocol for Children who run away and go missing from home, care or education \(August 2010\)](#)
- [Pathway to Provision: Multi Agency Thresholds Guidance](#)

## **32. Common Assessment Framework Form**

---

- [Click here to view Common Assessment Framework Form.](#)

## **33. *Referral Form for Nottinghamshire Children's Social Care***

---

[Click here to view Referral Form for Nottinghamshire Children's Social Care](#)